

## **1: MEMBERSHIP**

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### **A. Registration**

1. Library cards may be issued to any Hampton Roads area resident at least four years old. (A parent or guardian must sign the application for an applicant younger than seventeen.) Proof of identity is required as well as proof of current address. Proof of address may be delayed until the next library visit.
2. Institutions may receive an institutional library card if the institution indicates it is willing to be responsible for returning materials, paying fines for overdue materials and paying for lost materials. Apply to the Head of Circulation.
3. Five items may be borrowed at time of registration.

### **B. Temporary Registration**

1. Individuals who will be in the area less than six months may apply for temporary library cards. A patron may borrow up to five items at a time with a temporary card.

### **C. Card Renewals**

1. In the interest of maintaining accurate records, patrons are asked once a year to verify their addresses and telephone numbers. Each July 1, the memberships of those patrons who have not used their cards in three years will be deleted.

### **D. Lost and Damaged Cards**

1. A damaged card that cannot be used is replaced free. A card that is lost or discarded by the patron is replaced once free of charge. After that, there is a charge of \$2 for a new card. (When this happens, a patron may borrow one time using ID alone.)